



MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

November 22, 2005 7:00 PM

Clark County Health Department
Environmental Public Health conference room
1950 Ft. Vancouver Way
Vancouver, WA

1.0 – OPENING OF MEETING

1.1 Call to order

Meeting called to order at 7:01pm by Board President, Mark Rees.

1.2 Roll call

Members present: Linda Dietzman, Eric Aakko, Raul Moreno, Mark Rees, Roger Seekins, Michael Ciraulo, Russell Marshall, Joe Warren.

Others present: Randy Phillips, John Wiesman, Joanne Roberts

1.3 Review / approval of minutes

Motion to approve minutes made by Joe Warren; minutes received approval.

1.4 Review / approval of agenda

Under New Business add:

4.3 Nomination committee

4.4 Terms of board membership

Agenda received approval as amended.

2.0 – RECOGNITION OF VISITORS

2.1 **Introductions** - There were no citizen visitors at the meeting

2.2 **Citizen Comments** – none.

3.0 – CONTINUING BUSINESS

3.1 New Building Update

Joanne Roberts gave the building report as submitted by Pam Gates of Barrentine, Bates and Lee:

- Excavation is completed, foundation and building slab poured;

- Carlson did the testing for the pour;
- Underground electrical and plumbing in place;
- “controlled storage” (cinder block construction within building structure began today, 11/22/05);
- projected building delivery date of 12/15;
- working on draining and water retention area;
- County inspections have occurred.

Several Board members report they have been by the site and are pleased with progress to date.

3.2 Personnel Proposal

The staff report regarding Personnel Proposal was re-presented to the Board. Due to a lack of quorum at the October meeting no decision could be made.

It was noted that the seasonal employee classification did not address a cost of living increase.

Once personnel policies are developed, the next step will be performance reviews.

Michael Ciraulo moved to accept the Staff Report regarding Personnel Proposal; motion received a second and passed.

4.0 - NEW BUSINESS

4.1 Finalization and Adoption of 2006 Operating Budget *John Wiesman*

John thanked Randy Phillips, Steve Kessler and Joanne Roberts for work in developing a budget draft. He also noted that given more time, the officer group should be involved in the budget development. Some issues to consider:

- Create an unrestricted reserve fund to keep excess from being budgeting “just in case”. This plan puts dollars in for contingency, rather than inflating a line item;
- A longer term issue is should a restricted fund be created for large item replacements, i.e., vehicles or large equipment;
- Develop a capital budget plan.

4.1.1 Two budget proposals will be presented for consideration

4.1.1.1 Proposal One:

- 3.2% overall increase with a 15% personnel increase in anticipation of a West Nile Virus event;
- increase chemical line item (represents 2005 expenditure);
- increase fuel/gasoline due to higher costs;
- profession services to decrease with completion of new building;
- decrease in printing (Health Department paid for WNV brochures);
- insurance to increase to reflect actual cost;
- decrease in the education/training travel line (over budgeted in 2005).

4.1.1.2 Proposal Two:

- Reduce salary and benefits by \$10,000 and equipment by \$5,000 and place in unrestricted reserve fund.

4.1.2. Comments on Budget

- Personnel hours would be tied to chemical usage, both would increase.
- Requesting reports to the Board regarding any education, training and travel, to assure accountability.
- We are under the 1% restriction.

A motion was made by Mark Rees to create a Reserve Fund for emergency, contingency funds. The motion received a second by Joe Warren and passed.

4.1.3. Budget Adoption

Michael Ciraulo moved to adopt the second proposed budget with a total levied amount of \$287,337. Roger Seekins seconded the motion; motion passed unanimously.

4.1.4 Additional Budget Information

Lacking confirmation of the fact, but needing to present information learned just this week, John Wiesman announce the discovery of what appears to be a restricted reserve account fund of \$217,000. This account must be confirmed by the Auditors office and research into the nature of the restriction will be conducted.

Discussion continued regarding the reserve fund approved in this meeting of \$15,000. Concern was expressed that this was not enough and would not even cover the replacement of a vehicle. It was suggested that a reserve fund for capital expenditures be created.

Linda Dietzman moved to establish a reserve capital fund category, if allowable, up to \$30,000, to be used for capital reserve for equipment, vehicle replacement and building costs; this will be contingent upon verification of the availability of the restricted funds. The motion was seconded by Russell Marshal; motion passed.

Following this decision, it was determined by consensus that a capital plan must be in place in the next six months.

4.2 Board Meeting Schedule

4.2.1 Due to the conflict in schedule with the move of the Health Department during the next regularly schedule meeting, it was agreed that the meeting would be held two weeks later, January 24, 2006. This meeting will convene at the new Health Department location, 1601 E. Fourth Plain Blvd. at 7:00pm.

4.3 Nominations

Two members of the Board are needed to serve on a nomination committee for 2006 officers to be voted on at the January meeting.

4.4 Terms of Membership

Terms of membership and due dates for appointment or reappointment will be researched prior to the January meeting.

5.0 – FINANCIAL REPORT

- 5.1** Expenditures in the amount of \$75,923.82 for July through September, 2005 were reviewed and received approval by the Board.

6.0 – NEXT MEETING

January 24, 2006 at the Center for Community Health, 1601 E. Fourth Plain Blvd., Environmental Health Conference Room #332, 7:00 pm.

Adjournment

The above business being concluded, meeting adjourned at 8:45pm.

Respectfully submitted,

Joanne Roberts, Recorder

John Wiesman, Administrator

Linda Dietzman, Secretary-Treasurer